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SUBJ/ REIMBURSEMENT OF THE LATE FEE CHARGED BY THE GOVERNMENT SPONSORED TRAVEL CARD COMPANY (TTM 05-12)

REF A. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATIONS (DODFM), VOLUME 9, CHAPTERS 3 AND 8

REF B. JOINT FEDERAL TRAVEL REGULATIONS (JFTR), CHAPTER 2.

REF C. JOINT TRAVEL REGULATIONS (JTR), CHAPTER 1.

1. MANY QUESTIONS HAVE BEEN ASKED CONCERNING WHEN THE LATE FEE (CURRENTLY \$29) CHARGED BY THE GOVERNMENT SPONSORED TRAVEL CARD COMPANY (HEREAFTER REFERRED TO AS THE CARD COMPANY) MAY BE REIMBURSED BY THE GOVERNMENT. THERE ARE THREE INSTANCES WHEN THIS FEE IS REIMBURSABLE.

2. THE FIRST INSTANCE IS WHEN THE GOVERNMENT SPONSORED TRAVEL CARD (HEREAFTER CALLED THE TRAVEL CARD) IS IN A MISSION CRITICAL STATUS. THE TRAVEL ORDER MUST SPECIFY THAT THE CARD IS IN A MISSION CRITICAL STATUS. WITHOUT THAT ANNOTATION ON THE ORDERS, THE CARD IS NOT CONSIDERED TO BE IN MISSION CRITICAL STATUS. THE TRAVELER CLAIMS THE LATE FEE ON A TRAVEL CLAIM FOR REIMBURSEMENT. REF A EXPLAINS HOW TO PLACE A CARD IN MISSION CRITICAL STATUS.

3. THE SECOND SITUATION WHEN THE LATE FEE IS PAYABLE IS WHEN THE GOVERNMENT IS PAYING INTEREST ON THE TRAVEL CLAIM BECAUSE IT IS BEING PAID MORE THAN 30 DAYS AFTER THE REVIEWING OFFICIAL SIGNED THE CLAIM.

4. REF A ADDED THE THIRD SITUATION IN THE MARCH 2005 UPDATE. TRAVELERS MAY BE REIMBURSED FOR LATE FEES IF THE NON-PAYMENT THAT CAUSED THE LATE FEE WAS A RESULT OF THE GOVERNMENT'S UNTIMELY PROCESSING OF THE TRAVEL VOUCHER. CLAIMS FOR LATE FEES USING THIS REASON FOR PAYMENT WILL BE EVALUATED ON A CASE BY CASE BASIS.

5. THE CARD COMPANY DOES NOT ASSESS LATE FEES UNTIL 75 DAYS FOLLOWING THE BILLING STATEMENT. IT IS THE TRAVELER'S RESPONSIBILITY TO ENSURE THAT THEIR TRAVEL CARD BILL IS PAID IN A TIMELY MANNER. WHILE THE ABOVE INSTANCE REFLECT WHEN THE GOVERNMENT WILL REIMBURSE LATE FEES, THESE DO NOT RELIEVE THE TRAVELER'S RESPONSIBILITY TO PAY THEIR BILL ON TIME.

6. POC FOR THIS MESSAGE IS TRAVEL MANAGEMENT AND PROCEDURES BRANCH, TRAVEL PAY SERVICES, 317-510-5372/0149 (DSN 699).//